**Outlook Express Address Book tutorial**

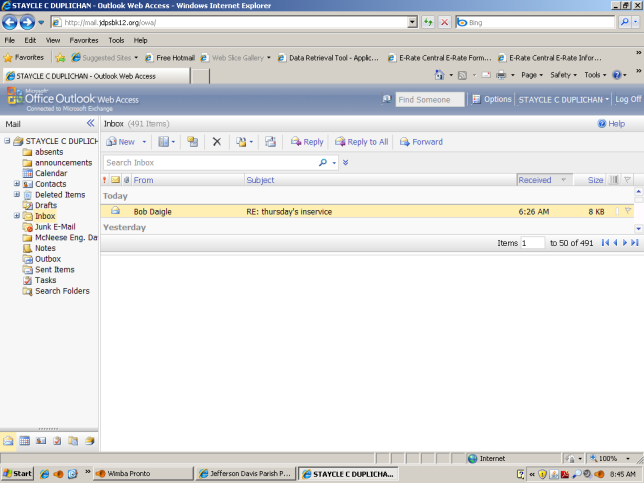
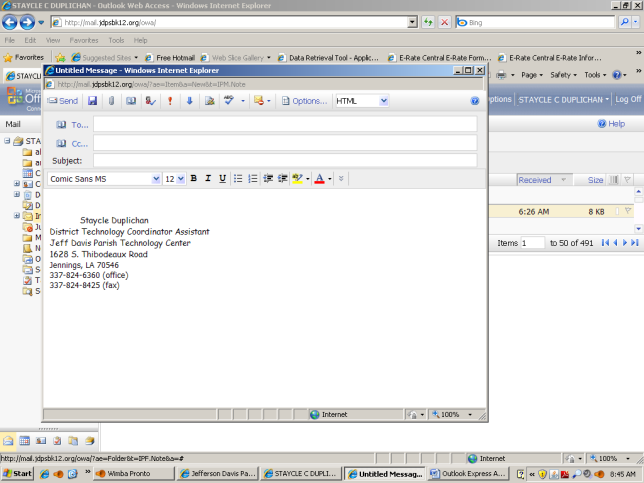
**Address Book** – contains all of the email addresses in the school district.

*Think of a telephone book*

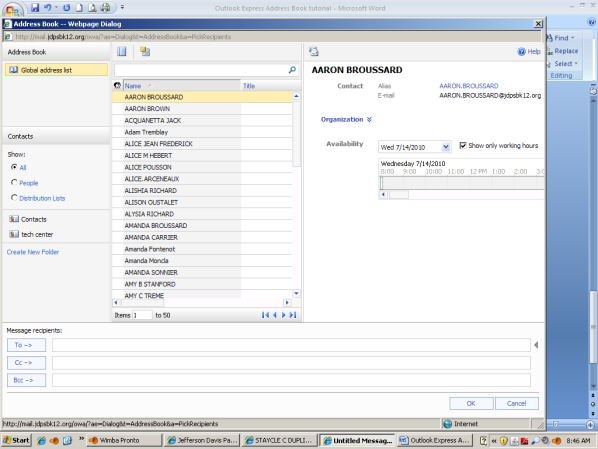
Groups- act as one person in the address book

To send an email to someone in the address book

New

Click To



In the box type first or last name

The name will appear in blue to the right

Click the name and it will appear at the bottom To box

Click ok and then type message